



**Milestone Recognition**

# **User Guidebook**

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## First Time Registration

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The screenshot shows a registration form titled "Please register" with the "WORK SAFE BC Milestone Recognition" logo. It contains two input fields: "Login:" and "Password:". Below the fields are three buttons: "Forgot Password", "Register", and "Login". A "Contact Us" link is located at the bottom right of the form area.

Once you have clicked on **Register**, you will be required to provide your **Login** and your **Last Name**. This will allow the system to locate your credentials. When you have filled in the required information, click **Next**.

For security purposes, you will be required to answer three (3) password recovery questions. It is best that you choose answers that you will be able to remember but that others would have a hard time figuring out.

The screenshot shows a login form titled "WORK SAFE BC Milestone Recognition". It includes the instruction: "Please enter your Login and your Last Name then click on the [NEXT] button." There are two input fields: "Login:" and "Last Name:". Below the fields are two buttons: "Back" and "Next".

**Welcome!**

Please provide 3 password recovery questions and answers to secure your account below.

**Question 1:**  
In what city was your mother born?

**Question 2:**  
What is your best friend's first name?

**Question 3:**  
What was the name of your first pet?


Click on **Next** when you are done answering your questions.


You are now registered for the **WorkSafeBC Milestone Recognition Program** website. Click **Next** and you will be directed to the home page. Happy navigating!

Your password must be at least 8 characters long containing both upper case and lower case letters.

**Please choose your password.**

Your password must be at least 8 characters long containing both **upper case** and **lower case** letters. Please ensure you enter your password exactly the same in both text fields.

Password:  

Confirm password:  

## Logging into the WorkSafe BC Milestone Recognition Program

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Now that you are registered for the **WorkSafeBC Milestone Recognition Program**, you will be able to login and logout of the site, at any time. To successfully login, you will need to provide a valid login and the password you created during the registration process.

WORK SAFE BC Milestone Recognition

Login:

Password:

[Forgot Password](#) [Register](#) [Login](#)

[Contact Us](#)

If you have forgotten your password, click on **Forgot Password**. You will be asked to provide your **Login**. Click **Next** to proceed.

After you have provided your **Login**, you will be asked to answer your security question. Once you have answered, click **Next**. If you have provided an incorrect answer, you will not be able to continue until you have answered the question correctly. If you are having trouble, please click the **Contact Us** link.

WORK SAFE BC Milestone Recognition

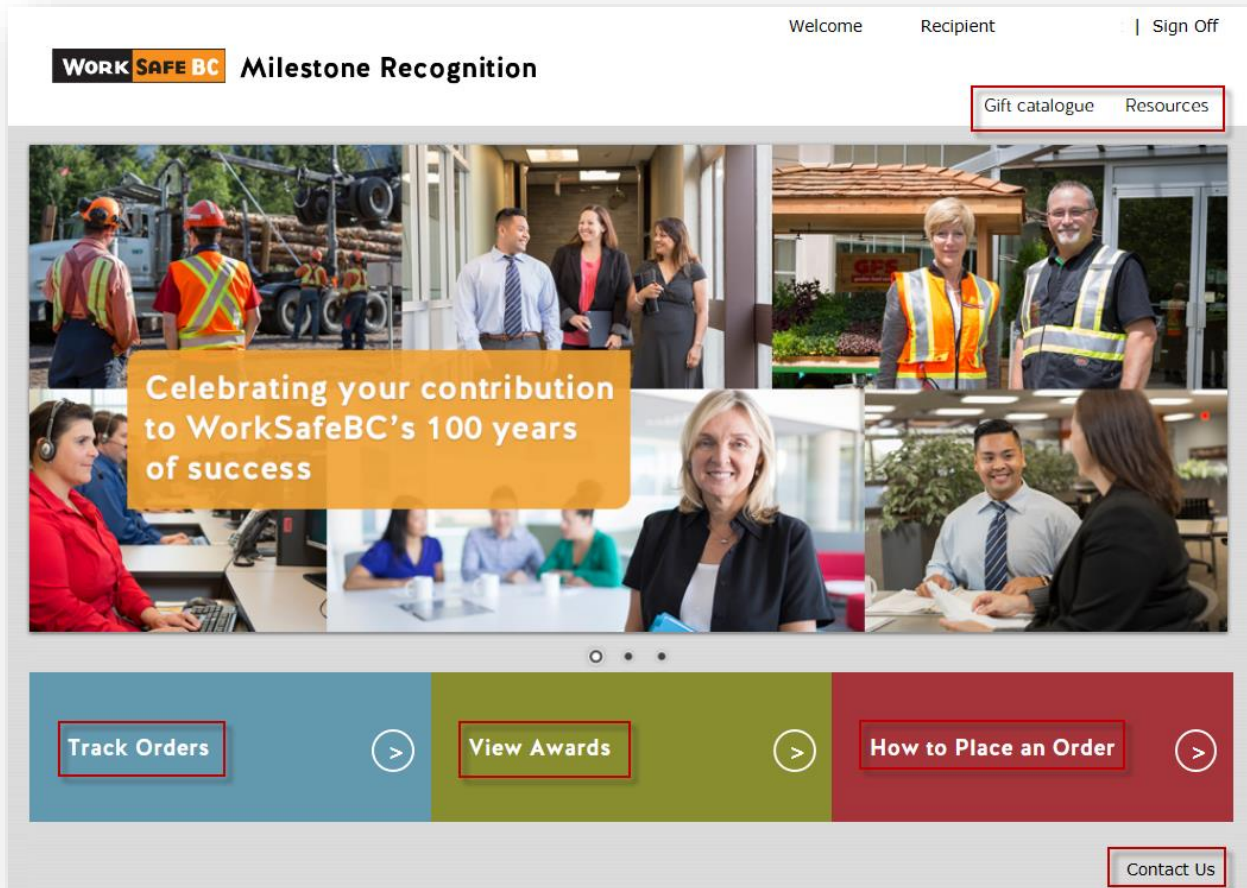
**Welcome!**  
Please answer the security question below:

What is your best friend's first name? [Skip](#)

[Back](#) [Next](#)

## Landing Page

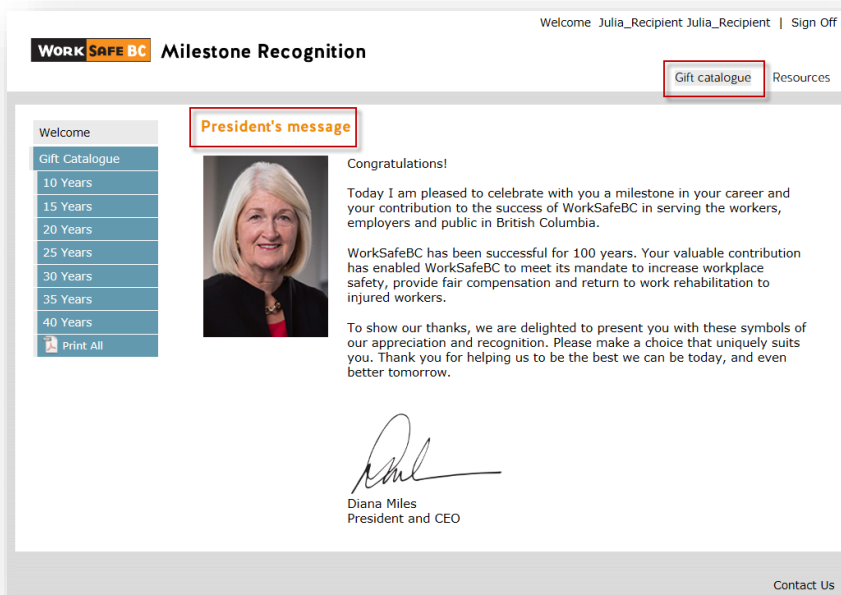
This section of the **WorkSafeBC Milestone Recognition Program** website provides an overview of the program. Here you will find quick access to different sections of the website and view the possible tools available to you.



## Gift Catalogue and Ordering Process

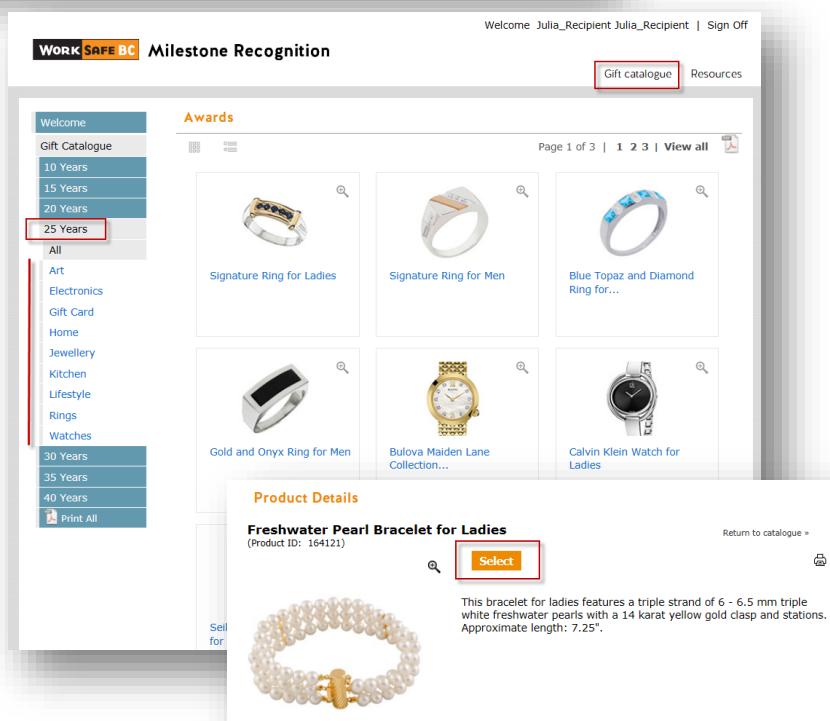
Once you've clicked on the Gift Catalogue link on the top menu, you will see a message from Diana Miles, WorkSafeBC's president and CEO, welcoming you to the **Milestone Recognition Program's** Catalogue.

The Milestone Recognition catalog features items such as Art, Clocks, Crystal, Jewelry, Watches etc. and recipients can choose a gift from their eligible year level.

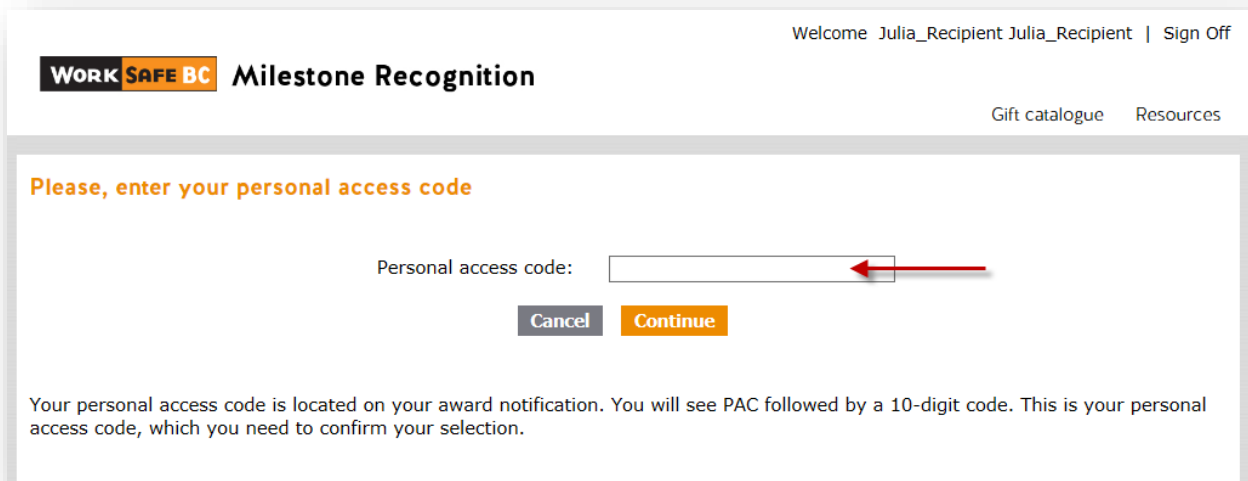


By clicking on any award, you are brought to the Product Details page, where, a larger image of the item and a full description are displayed.

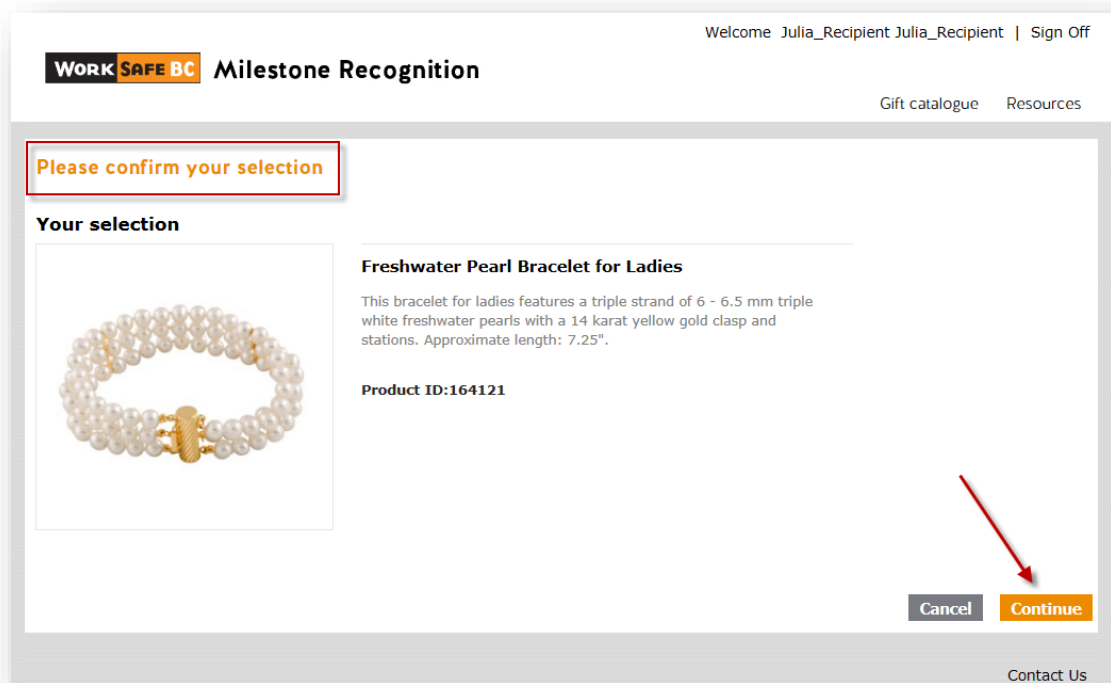
Once you've decided which gift you'd like, click the **Select** button.



You'll then be prompted to enter the PAC number that you received from your leader on or around your milestone date.



And after inserting the correct code, you'll be able to confirm your product selection.





The **Shipping Details** page is where the recipient can check their selected gift, as well as fill out their shipping address before confirming the order.

If you select to have your milestone gift delivered to your home address, please note milestone gifts are delivered to your home using a courier company and will require a signature at delivery.

**Shipping details**

1. Shipping details 2. Order summary 3. Order complete

**Shipping address**


Your gift is defaulted to your attention at your work location address. To update the ship to address to your home address, click the "Residential check box" below and modify the ship to address fields.

\*NOTE\* For all Residential address shipments, this box must remain checked. For shipment requests outside these parameters contact your Benefits Coordinator.

* First Name	<input type="text" value="Name"/>
* Last Name	<input type="text" value="LastName"/>
Title	<input type="text"/>
* Company	<input type="text"/>
Email	<input type="text" value="NameLastName@WorkSafeBC.com"/>
* Ship To Address	<input type="text"/>
* City	<input type="text"/>
* Country	<input type="text" value="Canada"/>
* State/Province	<input type="text" value="British Columbia"/>
* Zip/Postal Code	<input type="text"/>
* Phone	<input type="text"/>

\* = required field

**Your selection**

	Freshwater Pearl Bracelet for Ladies Product ID: 164121
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The **Order Summary** page allows you to review all of the information pertaining to your award selection. There is also the option to “Cancel” the ordering process entirely or to continue and “Place Order”.

**Order summary**

1. Shipping details 2. Order summary 3. Order complete

Your gift will be shipped to the address below.


**Recipient**

Name: Julia\_Recipient Julia\_Recipient  
Anniversary: 25 years  
Email: JuliaRibeiro@rideau.com  
Manager's Name:

**Shipping address**

Company: WorkSafeBC  
Ship To Address: 123 Street  
City: Vancouver  
State/Province: British Columbia  
Country: Canada  
Zip/Postal Code: V8X 5H2  
Phone: 1234567890  
Email: NameLastName@WorkSafeBC.com

**Your selection**

 Freshwater Pearl Bracelet for Ladies  
Product ID: 164121

Cancel Back **Place Order**

Once your order has been finalized, you will see the **Order Confirmation** page. It provides an overview of the order as well as a confirmation number. From here, you have the option to return to the home page or sign off of the website.

## Resources

The Milestone Recognition Program website offers a **Resources** page which contains additional information to help users when selecting and ordering their gifts, such as FAQ's, Returns & Warranty and the option to track their order.

